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Exec 3-4189

CAD 670

14 NOV 1952

MEMORANDUM FOR: Chief of Administration, DD/P
FROM: Chief, Military Personnel Division
SUBJECT: Field Administration of Military Personnel

1. Instructions received 8 September 1952 from the Deputy Director (Administration) directed that the proposed administrative practices memorandum, subject as above, be coordinated with and approved by the Senior Representatives concerned prior to publication. This approval has been obtained in writing as follows:

a. Senior Representative, [redacted] 25X1A
2 October 52 and letter, subject as above dated 29 Sept 52. (attachment #2)

b. Senior Representative, [redacted] letter subject "Military Administration" dated 27 Oct 52 (attachment #3) 25X1A

2. Comments and recommendations from the Senior Representatives have been reviewed and incorporated in a finalized edition of the Memorandum [redacted] - included in attachment #1. 25X1A

3. If you approve the procedure as it now stands, it is requested that papers be forwarded direct to DD/A inasmuch as concurrences were previously obtained from interested offices and basic procedure has not been changed by the recommendations from the field. (attachment #1)

[redacted] 25X1A

3 Incls

1. Memo, 27 Aug 52
2. FE ltr, 29 Sep 52
3. EE ltr, 27 Oct 52

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AR-D-2749a

Executive Registry

3-2045

Personnel 12

AUG 25 1952

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MEMORANDUM FOR: Mr. Wolf

SUBJECT : Clerical Situation - DD/P Area

1. We have made a copy of Colonel White's memorandum to Personnel on this subject and attached it to the report. I do not doubt that there are 4,500 intelligence reports backlogged in the DD/P area. I am convinced, however, that an "Honest to God - let the chips fall where they may" personnel utilization survey in the DD/P area, particularly that once known as OPC, would turn up more than enough clerical support to take care of what is probably an OSO problem if the backlog is intelligence reports.

2. By reason of my long tenure in the covert offices or the supporting elements thereto, I, of course, know many people in all grades. I am aware of a very low state of morale in the covert offices, particularly on the part of the lower-grade people, including clerical. This, in some cases, is a product of confusion, poor supervision, lack of direction, but also is largely a result of "we don't have anything to do."

3. I do not mean to imply by the above that we should restrict all our efforts on the part of Personnel to recruit clerical people, but I certainly do mean that the Agency can make better use of the people it has.

25X1A

1 Att - Memo to DD/A from AD/P
dated 22 Aug 52, sub:
"Clerical Situation"

WPRW asks I it on this

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Document No. 8	25X1
No Change in Class. <input type="checkbox"/>	
<input type="checkbox"/> Unclassified	
Class. Changed To: TS S E	
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AR-D-2145

Approved For Release 2003/08/05 : CIA-RDP78-04718A000500190011-6

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AUG 22 1952

MEMORANDUM FOR: Deputy Director (Administration)
SUBJECT: Clerical Situation

1. Reference is made to memorandum dated 19 August 1952 from ADD/A requesting advice as to the current and anticipated clerical situation.

2. As you know, this Office has recently taken steps to augment the staff of clerical recruitment officers. This action is now beginning to show dividends in the number of clerical personnel on whom security is being initiated. We must anticipate, however, a sizeable loss during security processing (approximately 30%) and normal attrition will serve to further reduce the net gain in new members in the clerical categories. A projection of the estimated production of clerks, clerk-typists, and stenographers during the next 26 weeks has been prepared and is attached. The validity of the assumptions will be checked carefully and should variables of importance occur the projection will be recast. The prediction for entries on duty during the next 12 weeks is based upon a total of approximately 650 in various stages of processing and clearance at this time.

3. Admittedly the clerical situation has left much to be desired. By the first of this year an adequate and trained staff had been procured and there was every indication that the great bulk of the Agency's immediate clerical needs might be satisfied. The institution of ceilings had its impact on this staff and only in recent weeks has a concerted effort been possible to build back the staff of recruitment officers for this type personnel. The experience of the past indicates that the clerical recruitment staff must be maintained at the presently proposed level for an indefinite period.

4. Present overall ceilings grant the DD/P complex approximately 39% of the total allotted ceilings. While [] has agreed to furnish the Personnel Office a current estimate of the most pressing DD/P clerical needs, an effort will be made immediately to channel into DD/P elements every possible qualified clerical individual to assist in remedying the presently unsatisfactory situation.

25X1A

[]
Assistant Director (Personnel)

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1 attachment
Projection

8/28/52: Original and attachment sent to [] for information.

25X1A

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